

LOS ALAMOS NATIONAL LABORATORY P-FM

TA3-216 Emergency Evacuation Plan

Tenant Responsibilities and Training

Prepared by : Tom Montoya Safety Professional (On File)
Name Title Signature

Reviewed by: Stephanie Archuleta ES&H Team Leader (On File)
Name Title Signature

Approved by: Dan Thomas Deputy Facility Manager (On File)
Name Title Signature

Revised April 19, 2000

TA3-216 Site Specific Emergency Training

For

New Resident & Annual Refresher Training Acknowledgment

Training Requirements

All LANL employees are required to receive and understand site-specific emergency training. ***It is Group Management's responsibility to ensure that the annual emergency site-specific training requirements are met.*** After you have read the "TA3-216 Emergency Evacuation Plan" and completed the training acknowledgement, you will have completed your site-specific emergency training responsibilities as a resident employee within FMU-77. Please note that additional site specific training requirements may be necessary if you have an office or a laboratory in an area not covered by this plan.

In order to be effective in remembering these emergency procedures, please take the time to walk the evacuation routes to your assembly areas. Locate the emergency pull boxes, sweep flags, and the emergency information maps in your work area, and develop a personal emergency action plan in your mind, as to what your response will be in an emergency situation.

Note: Please copy a completed "Acknowledgment Form" (found at the end of this document) and send to your organization's Training Representative.

The following sections are included in this document:

- Scope
- Notification Procedures
- Building Evacuation Alarms
- Evacuation Sweep Zones, Evacuation Routes, and Assembly Areas
- General Evacuation Procedure
- Handicapped Employee/Visitor Evacuation Procedure
- Evacuation Sweep Procedure
- Accountability Procedure
- Return to Normal Operations/Reentry Procedures
- Spill & Containment Procedure
- Training Acknowledgment

Scope

This plan applies to TA-3, Building 216. The building has been set up to use a flag sweep system for personnel accountability.

Notification Procedure

Upon noticing any situation that is perceived to be capable of causing immediate harm to people, property, or the environment, anybody can and should:

- Pull the handle on a fire alarm pull box if immediate evacuation of the area seems necessary. **DO NOT USE PULL BOXES FOR SUSPICIOUS PACKAGES.**
- Call 911 if :
 - Emergency response personnel are needed (i.e., paramedics)
 - A pull box alarm was pulled. Tell the 911 operator why the alarm was pulled.
 - A building was evacuated due to an automatic alarm. Give the 911 operator any information gathered during the sweep and evacuation (i.e., workers cut a power line)
 - A suspicious package has been found.
- Notify Line management. Line Management will notify the designated Facility Manager or Designee.
- Notify any adjacent buildings that are imminently threatened.

NOTE: On any phone call to 911, 667-7080 (the Central Alarm Station), or pull of a pull box, the Central Alarm station notifies EM&R. If none of these actions were taken, personnel should call EM&R directly at 667-6211.

Building Evacuation Alarms

Building evacuations may be initiated due to fire, hazardous material releases, bomb threats, or any other situation that may place the occupants of a building at risk of harm. At the sound (Whoop! Whoop!) of a fire alarm, the visual flashing of an emergency evacuation light, all building occupants **must evacuate** following the procedures written below. The alarm may be activated by pulling any one of the fire pull stations located near the exits.

When any building is evacuated, the facility manager and/or the incident commander will assess the situation and determine if the evacuation of the adjacent structures is necessary and will initiate the evacuation of additional areas as needed.

Evacuation Sweep Zones, Evacuation Routes, and Assembly Areas

Eight evacuation sweep zones have been established within the building; five on the first floor and three in the basement area. A sweep flag and an evacuation route map are located within each of the sweep zones. The assembly area is located on the north side of building 216 across the street in the grass area on the south side of the Administration Building. The assembly area is identified by an aluminum stanchion with the designation 216 labeled on the stanchion pole. This is the gathering point for all persons involved in an emergency evacuation of TA3-216. The first person at the evacuation assembly area is responsible for accounting for the areas of the building that have been swept (as indicated by the flags) and relaying this information to the emergency responders. If it is evident due to smoke or other hazards that the normal assembly area is unsafe, then an alternative location should be sought out.

Each building occupant is responsible for being familiar with their evacuation route, the location of their assembly area, and the location of the sweepflags.

General Evacuation Procedure

- If safe to do so with minimal delay in exiting:
 - Turn off electrical equipment.
 - Place hazardous operations or materials into a safe standby mode.
 - Close your windows.
 - Exit the room, closing the door behind you.
- Do not carry coffee, food, soft drinks, or items that if dropped could inhibit safe egress and cause slips, trips, or falls.
- If the sweep flag has not yet been taken, take it and conduct a sweep of the zone (see sweep procedure below).

- Walk to the designated assembly area via the designated route. If the route is blocked by unsafe conditions take the nearest safe path out of the building.
- Escort visitors and contractors to your assembly area.
- Do not use elevators during an evacuation.
- Do not reenter the building or your work area once you have exited.
- Do not smoke while you are leaving a building or at an assembly area.
- Be aware of and give the right-of-way to responding emergency vehicles and personnel.
- If operations were left in a hazardous mode, report this condition to the senior line manager at the assembly area for communication to the emergency responders
- Remain at the assembly area for further instructions or until the “All Clear” signal is given by the Incident Commander or a representative of the Facility Management Unit.

Handicapped Employee/Visitor Evacuation Procedure

Any employee having a permanent or temporary handicap that would hinder their timely evacuation must notify their supervisor accordingly. The supervisor will assign a co-worker(s) and an alternate to assist that employee during evacuation. If emergency responder assistance is required, the assigned assistant shall immediately notify the assembly point leader so that personnel and equipment can be immediately requested through the Incident Commander.

A handicapped visitor is the responsibility of his/her escort. When evacuation is required, the escort will assist the visitor out of the building to the assembly area.

Evacuation Sweep Procedure

In order to account for personnel, a flag sweep system is used. The sweep identifies those zones that have been evacuated, and those areas where personnel may still be in the building. Sweeps are not to be carried out if there are unsafe conditions such as smoke, fire, or hazardous materials releases along the sweep route, or route blockage would force the sweeper deeper into the building. No one is to reenter a building to perform a sweep or retrieve a missed flag.

The sweep procedure is as follows:

- In an evacuation of the building, the first building occupant to reach the sweep flag will remove the flag and conduct a sweep of the sweep zone (if safe to do so).
- Knock LOUDLY on closed doors and close any open doors.
- Instruct lingering occupants to evacuate the building immediately.
- Exit the building using the designated evacuation route and proceed to the assigned assembly area.
- Give the sweep flag to the senior person at the assembly area.

- The senior person will determine the status of the evacuation and report that status to the emergency responders. The presence of eight flags should indicate that all sweep zones were swept. If flags are missing **do not return to retrieve them**, simply report to the responders those sweep zones which may have not been swept.
- When the “All Clear” command is given, return each sweep flag to its assigned location.

Accountability Procedure

All building personnel should report to the designated assembly area upon evacuating the building. At the assembly area, the assembly point leader (the assembly point leader is assumed by the first person who arrives at the assembly area with the emergency radio) will question the location of those not reporting to the assembly area and as to any hazardous conditions noticed upon evacuation. The assembly point leader will then relay the information to the facility representative at the Command Post. If a facility representative is not present at the Command Post, information should be relayed directly to the Incident Commander.

Return to Normal Operations/Reentry Procedures

Reentry is the first entry made after evacuation in order to perform mitigation or determine that the area is safe for personnel to return to the building. This must **ONLY** be done by emergency response personnel at the direction of the Incident Commander. This decision will be made in conjunction with the facility representative at the Command Post and with as much information available on building hazards, the incident, and safety considerations.

Spill & Containment Procedure

In the event of a spill:

- Get away (uphill, upwind)
- Isolate the area
- Identify the hazard
- Call 911 or if not life threatening, call EM&R (667-6211)

Return to normal operations is the point in an incident when the Incident Commander turns the facility back over to the facility management unit. A facility representative must participate in a face-to-face briefing with the Incident Commander to determine any recovery tasks that may still need to be accomplished as a result of the incident. The facility representative will then direct personnel when to return to the building.

Training Acknowledgment

Date _____

Organization _____

Work Station Location TA3-216 Room _____

Employee Signature _____

Printed Name _____

Z# _____

Organizational Line Manager _____

NOTICE TO ORGANIZATIONAL TRAINING REPRESENTATIVES

This completed Acknowledge Form must be kept on file (for every employee) in your Organization's Records. In the event of an audit, this compliance document may be requested.